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SUBJECT: Monthly Activity Report for the Month of
April 1963

c. Procurement Division Handbook (Continued Item): As indicated in the 3 April report, the Handbook was then in the hands of the Assistant to the DD/S for editing, printing and distributing. The questions arising from their editing were only made available to Procurement Division on 26 April. They were numerous but mainly of matters not dealing with points of true import. These have now all been resolved, save one, and this too should be resolved by 3 May, at which time the final version will be retyped by the Regulations Control Staff, preliminary to printing soon thereafter.

d. Survey of Transportation Costs (Continued Item): Reference to this potential procedure was made in the 3 April report. This has now been implemented as provided in Procurement Division Memorandum No. 16 (copy attached).

e. Procurement Planning (Continued Item): Since we are in the final quarter of the Fiscal Year 63, intensive efforts were made to finalize the planning for procurement of all Agency components which Procurement Division serves. It develops that the remaining workload will again be very large and out of proportion to the other quarters of the fiscal year.

2. EXAMPLES OF PROCUREMENT ACTIONS RESULTING IN COST REDUCTION (Continued Item):

<u>Contract No.</u>	<u>Contractor</u>	<u>Cost Reduction</u>	<u>Comments</u>
Various PO's		\$3,600.00	Annual reduction due to development of specifications equivalent to IBM polyethylene carbon ribbons and buying on a competitive basis on these specs.
		324.00	
		139.00	
		13,659.00	This savings resulted from a reduction in the costs of the Contract Price, due to lack of effort on part of the Contractor.

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3. ITEMS OF GENERAL INTEREST

a. Visit by members of the Division to the Department of Commerce, Office of Scientific & Technical Business and Defense Services Administration, revealed a valuable source of obtaining information on capabilities and location of manufacturers of specific categories of equipment. We were particularly interested at this time in the optical instrument industry, but plan to use this service to broaden our list of potential contractors in other fields.

b. Government Furnished Equipment (Continued Item): During this reporting period nineteen property statements have been closed out; three visits have been made to contractors' facilities; \$3,791.00 worth of Government Furnished Equipment not reported by contractors was found; \$430.00 worth of residual material was sold to contractors; and \$27,925.00 worth of residual material and GFE is being returned to the Technical Monitors. This last material can be utilized for repair or research and development purposes.

c. Renewal of Term Type Agreements for Rentals, Repairs, Maintenance, and Miscellaneous Services (Continued Item): Work is about to begin on preparing renewals of service contracts. The matter of security clearances for maintenance and service personnel has not been completely resolved. However, OL/Security Staff is giving

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d. Operating Problems: Due to the fact that funds were blocked for a substantial period of time, a backlog of requisitions requiring procurement action have been forwarded to Procurement Division. Because of the "hold" we are receiving an unusual number of inquiries, complaints and requests to expedite. Our current backlog is high and will require all allowable overtime to avoid a jam during the next two heavy months.

e. Quick Reaction Cases:

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